



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
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MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

October 08, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

20 October 8, 2013

Sachi A. Hamai
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EXECUTIVE OFFICER

Dear Supervisors:

APPROVAL FOR INTERIM ORDINANCE AUTHORITY, APPROPRIATION ADJUSTMENT AND APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) FOR ADMINISTRATIVE SUPPORT OF THE LOS ANGELES MEMORIAL COLISEUM COMMISSION (ALL DISTRICTS) (4- VOTES)

SUBJECT

Recommendation to approve interim ordinance authority, appropriation adjustment and MOU for the Executive Office of the Board of Supervisors to provide administrative support to the Los Angeles Memorial Coliseum Commission (Coliseum Commission).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve an interim ordinance authority for the Executive Office of the Board of Supervisors, pursuant to County Code section 6.06.020, for one (1.0) Administrative Services Manager II and one (1.0) Senior Board Specialist to enable the Executive Office to begin providing administrative support to the Los Angeles Memorial Coliseum Commission.
2. Approve an appropriation adjustment in the amount of \$ 233,000 which includes \$ 112,000 for Salaries and Employee Benefits (S&EB), and \$121,000 for Services and Supplies (S&S) to support the first nine months of providing administrative support services to the Coliseum Commission. Included in the S&S are one-time costs of \$84,000 for system upgrades. The appropriation will be fully off-set by revenue.
3. Approve and authorize the Chairman of the Board to execute the MOU to Provide Administrative Support Services to the Coliseum Commission (Attachment I).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

At its September 11, 2013 meeting, the Coliseum Commission approved the Executive Office's proposal to have the Executive Office assume the administrative support functions for the Coliseum Commission, no later than January 1, 2014. The following new positions are needed to assume these functions:

- 1 - Administrative Services Manager II
- 1 - Senior Board Specialist

From October 2013 through December 2013, it is estimated that 50% of the ASM II's time and 100% of the SBS's time will be needed for the initial transition phase. From January 2014 through June 2014, approximately 75% of both the ASM II's and SBS's time will be spent on the administrative support functions. The funding requested is based on these time estimates.

The recommended positions are needed to provide administrative support functions to the Commission, including, but not limited to: preparing, reviewing and/or submitting financial and other required reports; preparing the annual operating budget of the Commission; scheduling of regular public meetings; preparing meeting agendas and minutes, and coordinating other activities and processes, as needed.

The interim ordinance authority for these two positions will be a provisional allocation to enable the Executive Office to fill the positions for the remainder of Fiscal Year 2013-2014. Justification for inclusion of funded ordinance positions for one Administrative Services Manager II and one Senior Board Specialist will be included in the Fiscal Year 2014-2015.

Implementation of Strategic Plan Goals

The recommended actions are consistent with principles of the countywide Strategic Plan Goal 1: Operational Effectiveness.

FISCAL IMPACT/FINANCING

The appropriation adjustment for FY 2013-14, in the amount of \$233,000, will provide spending authority for S&EB in the amount of \$112,000 and S&S in the amount of \$121,000 to support the first nine months of providing administrative support services to the Coliseum Commission. The appropriation will be fully off-set by revenue.

Beginning in FY 2014-2015, and annually thereafter, the costs will be reduced to \$140,500 annually. This is primarily due to the elimination of the one-time start-up costs. The annualized cost of the S&EB and S&S will be included in the FY 2014-15 Recommended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Los Angeles Memorial Coliseum Commission is a Joint Powers Authority (JPA) established under a management agreement between: 1) the State of California/Sixth District Agricultural

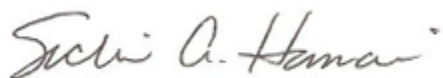
Association; 2) the County of Los Angeles; and 3) the City of Los Angeles. In June 2013, the Commission approved proposed amendments to the current JPA, (dated November 9, 1976, and initially dated September 25, 1945), which have been submitted to the member agencies for their approval. The purpose of the proposed amendments is to revise the governance structure, meeting requirements and operating arrangements of the Coliseum Commission in view of the change in the level of the daily responsibilities of the Commission as a result of the Commission's Amended Lease with the University of Southern California ("USC") which transfers the year-round management of the Coliseum and Sports Arena properties to USC. The Amended USC-Coliseum Commission Lease became effective July 29, 2013.

County Counsel has approved the Agreement to Provide Administrative Support Services to the Coliseum Commission (Attachment I) as to form. The Coliseum Commission is scheduled to approve the Agreement on October 2, 2013.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will allow the Executive Office of the Board of Supervisors to begin providing administrative support to the Coliseum Commission.

Respectfully submitted,



SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH:km

Enclosures

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel

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BOARD OF
SUPERVISORS
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COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 061

DEPARTMENT OF BOARD OF SUPERVISORS

September 16, 2013

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14

4 - VOTES

SOURCES

BOARD OF SUPERVISORS
A01 - BS - 94 - 9679 - 10010
MISCELLANEOUS-ONGOING - \$233,000
INCREASE REVENUE

USES

BOARD OF SUPERVISORS
A01 - BS - 1000 - 10010
SALARIES AND EMPLOYEE BENEFITS - \$112,000
INCREASE APPROPRIATION

BOARD OF SUPERVISORS
A01 - BS - 2000 - 10010
SERVICES AND SUPPLIES - \$121,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 233,000

USES TOTAL: \$ 233,000

JUSTIFICATION

Reflects increase in funding for administrative support provided to the Los Angeles Memorial Coliseum Commission.

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Hanna Cheru
AUTHORIZED SIGNATURE Hanna Cheru

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

20 **OCT 08 2013**

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

Joske Guwana
Sept. 17 20 13

B.A. NO. 013

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

D. Brundage
Sep 17 20 13

**INTERAGENCY MEMORANDUM OF UNDERSTANDING REGARDING
ADMINISTRATIVE AND SUPPORTIVE SERVICES BETWEEN THE LOS ANGELES
COUNTY EXECUTIVE OFFICE – BOARD OF SUPERVISORS (HEREAFTER “EO”)
AND THE LOS ANGELES MEMORIAL COLISEUM COMMISSION
(HEREAFTER "COMMISSION")**

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to set forth the obligations of Commission and the EO with respect to the EO's provision of administrative support services as proposed by the Los Angeles County Board of Supervisors (Board) and requested by the Commission.

Specifically, at their October 8, 2013 meeting, the Board approved the ordinance authority and appropriation adjustment for the EO to provide administrative support to the Los Angeles Memorial Coliseum Commission. At the September 11, 2013 meeting, the Commission approved the proposal from the County of Los Angeles Executive Office -Board of Supervisors, to support the Coliseum Commission.

II. Services

The EO will provide two individuals who will support the Coliseum Commission on a part-time ongoing basis. Staff will be responsible for fiscal review and oversight, record keeping, human resources, procurement, meeting agendas and minutes, and other administrative tasks.

III. Billing, Payment and Labor Rates

The EO shall bill the Commission for the actual staff time expended in support of this assignment at current billing rates for such staff and services and supply cost. Billings will be generated quarterly, typically within 45 days from the end of the quarter in which services were provided. Bills will be sent to the Coliseum for approval and payment.

Invoices shall be sent to:

Los Angeles Memorial Coliseum
3911 S. Figueroa Street
Los Angeles, CA 90037

Invoices shall be paid within 30 days of receipt, except when the Coliseum provides written notice of any disputed amounts in the same timeframe. Payments, billing questions, and inquiries should be directed to:

Executive Office – Board of Supervisors
Administrative Services Division
500 West Temple Street, Room 383
Los Angeles, CA 90012
Attention: Hanna Cheru
(213) 974-9700
hcheru@bos.lacounty.gov

EO staff will record all time expended on this project, in quarter-hour increments, pursuant to the County's standard timekeeping and project job costing procedures. Labor hours will be billed at the EO's approved rates listed below. Below is the standard hourly labor rate for the staff assigned to this project:

POSITION TITLE	HOURLY BILLING RATE
Administrative Services Manager II	\$ 65.72
Senior Board Specialist	\$ 44.41

EO anticipates total billings for EO salaries, employee benefits, services and supplies of approximately \$233,000 for the period from date of execution of this MOU through June 30, 2014 (approximately \$26,000 per month). The \$233,000 estimate includes \$112,000 for Salaries and Employee Benefits (S&EB) and \$121,000 for Services and Supplies (S&S). The EO will notify the Commission and request approval before incurring costs in excess of this estimate.

EO may adjust the S&EB and S&S rates for each fiscal year (July 1 through June 30) by written notification to the Commission.

IV. Modifications/Changes

This MOU may be modified by mutual consent of both parties. Such modifications shall be in writing.

V. Effective Date and Term

This MOU is effective, October 8, 2013. The initial term will be from October 8, 2013 through June 30, 2014. Thereafter, this MOU will continue from year to year, unless terminated for convenience by either party by giving the other party thirty (30) days written notice.

Terms and Conditions

Under this MOU, the Executive Office (EO) agrees to provide the Coliseum with the services authorized by the Board on October 8, 2013 and requested by the Commission on September 11, 2013.

The Commission agrees to reimburse the EO for the cost of these services, as billed, and to resolve any billing disputes using the County's established dispute resolution process. In the event that a dispute is not thereby resolved to the satisfaction of either party to this MOU, the matter shall be referred to the Board of Supervisors, in the capacity as the final authority of the County of Los Angeles.

AGREED, Effective as of October 8, 2013:

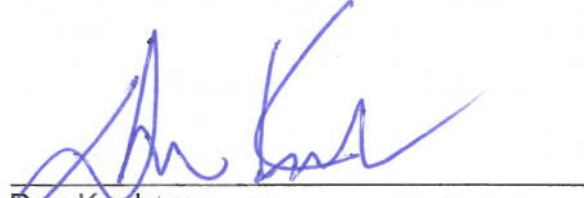
IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this MOU to be executed on its behalf by the Chairman of the Board and attested by the Executive Officer-Clerk thereof, and Commission has caused this MOU to be executed on its behalf by its duly authorized officer.

**COUNTY:
BOARD OF SUPERVISORS**



Mark Ridley-Thomas
Chairperson, Board of Supervisors

**LA COLISEUM COMMISSION
ON BEHALF OF THE LA COLISEUM**



Don Knabe
President, LA Coliseum Commission

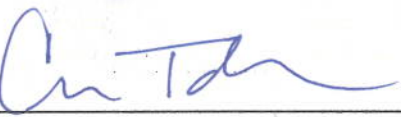
APPROVED AS TO FORM:
JOHN F. KRATTLI

By 
Principal Deputy County Counsel

APPROVED AS TO FORM:

By 
Commission Legal Counsel

ATTEST:
SACHI A. HAMAI
Executive Officer- Clerk of the Board

By 
Deputy



ADOPTED
BOARD OF SUPERVISORS

20 OCT 08 2013


SACHI A. HAMAI
EXECUTIVE OFFICER